

# Committee Agenda



**Epping Forest  
District Council**

## **CONSTITUTION WORKING GROUP Monday, 30th November, 2015**

**Place:** Civic Offices, High Street, Epping  
**Room:** Committee Room 1  
**Time:** 7.00 pm  
**Democratic Services Officer** M Jenkins democraticservice@eppingforestdc.gov.uk 01992 56 4607

Members:

Councillors M McEwen (Chairman), M Sartin (Vice-Chairman), D Dorrell, A Mitchell, J Philip, C C Pond, C P Pond, D Stallan, G Waller, S Watson and J H Whitehouse

**MEMBERS ARE REMINDED TO BRING THEIR COPIES OF THE EXISTING CONSTITUTION DOCUMENT WITH THEM TO THE MEETINGS – FURTHER COPIES CAN BE SUPPLIED ON REQUEST.**

- 1. APOLOGIES FOR ABSENCE**
- 2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**  

(Director of Governance) To report the appointment of any substitute members for the meeting.
- 3. DECLARATIONS OF INTEREST**  

(Director of Governance) To declare interests on any items on the agenda.
- 4. NOTES OF THE LAST WORKING GROUP MEETING (Pages 5 - 10)**  

To approve the notes of the last meeting held on 22 September 2015 (attached).
- 5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 11 - 16)**

(Assistant Director of Governance and Performance Management)

- (1) To note the Terms of Reference (attached)
- (2) To consider the Work Programme (attached)
- (3) To receive an update on progress with the redrafting of sections of the Constitution.

- (i) Audit and Governance/Standards Committee
- (ii) Overview and Scrutiny and OS Rules
- (iii) Members Allowances Scheme
- (iv) Contracts Rules
- (v) Remaining Articles
- (vi) Outstanding Reviews

**6. DECISION MAKING AND DELEGATION MATTERS (Pages 17 - 34)**

(Assistant Director of Governance and Performance Management) To consider:

- (1) A revised Article (14) on Decision Making – draft attached. This draft has been reviewed by the Management Board.
- (2) A draft revised Scheme of Delegation (attached)

Members are reminded to bring their copies of the existing constitution for comparison.

**7. REVISIONS TO THE CODE OF MEMBER CONDUCT (Pages 35 - 52)**

(Assistant Director of Governance and Performance Management) To consider the attached report concerning proposals for revisions to the Council's Code of Member Conduct which have been recently been considered by the Standards Committee and approved.

The Working Group are asked to consider the matter and recommend to Council accordingly.

**8. CONSTITUTION REVIEW - ARTICLE 13 (OFFICERS) (Pages 53 - 76)**

(Democratic Services Manager) To consider the attached report in respect of the review of those sections of the current Constitution relating to the Council's officers.

**9. OTHER MATTERS: DRAFT SUMMARY AND GLOSSARY (Pages 77 - 84)**

A redrafted Summary section is attached for approval/Comment

At a previous meeting members requested the development of a glossary of terms used in the new constitution.

A first draft is attached. Members are asked to comment and suggest further entries.

**10. PROPOSALS FOR EXTERNAL REVIEW OF THE NEW CONSTITUTION (Pages 85 - 88)**

(Assistant Director of Governance and Performance Management) As members will be aware it is the intention to seek an external review of the summation of the new constitutional arrangements.

A draft instruction is attached for comment.

It is intended that we seek quotations for the completion of this work which it is hoped can be contained within current legal advice budgets.

It is intended that, immediately following the meeting in the new year, the complete draft will be sent for review. The result of that review will be available to members at their meeting on 22 March 2016.

## **11. FUTURE MEETINGS**

The next meeting of the Working Group will be held on Tuesday 26 January 2016 at 7.00p.m. in Committee Room 1 and then on:

Tuesday 22 March at 7.00p.m. in Committee Room 1.